

The Alabama Board of Pardons and Paroles
is accepting resumes
for the position
of
Executive Director

Overview: The Executive Director is the senior administrator who functions under the administrative direction and pleasure of the *Alabama Board of Pardons and Paroles* to insure fulfillment of their legal governance function. The Director is directly responsible for the administration and management of all daily operations of a medium-sized state agency with approximately 525 employees.

Major Responsibilities:

- Provides leadership for the operation and administration of the agency by advising, informing, and interfacing with the Board and staff,
- Prudently manages the organization's equipment, material, real property, and financial resources within budget parameters according to federal / state laws, regulations, and policies,
- Effectively manages the organization's human resources according to federal laws, state laws and policies, and agency policies / procedures to include the appropriate training necessary to develop agency employees, and to insure that necessary professional or legal requirements / qualifications [APOSTC] for same are met to accomplish the agency's mission,
- Establishes sound working relationships and cooperative arrangements with judicial interests, community groups, and other mutual organizations,
- Represents the agency & Board with the public and federal / state government officials or other governmental agencies.

Qualifications:

- Bachelor degree from an accredited college or university required [advanced degree preferred]; Degree coursework or employer-acquired training courses should include or pertain to managerial concepts / principles found in collegiate academic areas of study such as business administration /management, criminal justice administration, public administration, law, or other similarly related areas,
- Proven demonstrated supervision / management experience in midlevel or higher organizational leadership position(s),
- Knowledgeable and able to implement appropriate organizing, planning, managing, budgeting, and communicating skills; as well as having the cognitive ability to understand the interrelationships of Alabama laws, administrative orders, policies and procedures, and the functions of other state agencies.

Salary:

- Pay Range [85] on an *Annual* basis: \$ 74,479.20 – \$ 113,479.20 paid twice a month.

Available Benefits Include: Healthcare, Dental, Retirement, Holidays, Leave

Please email resumes or questions to the attention: jim.begley@paroles.alabama.gov OR mail to the *Alabama Board of Pardons & Paroles, Personnel Division, 301 South Ripley Street, Montgomery, Alabama 36130.*

[Resumes will be accepted until the position is filled. The anticipated employment date will be on or after December 1, 2014. This position is considered "Unclassified" with no merit status.]